Purpose

Purpose

Use this procedure to change an existing Travel Request..

Trigger

A Travel Request needs to be changed.

Prerequisites

- A Travel Request must already exist.
- Employee must be able to log into ESS portal.

Menu Path

There is no menu path for actions through the portal.

Transaction Code

Portal

Helpful Hints

- None

Procedure

1.   Start the transaction using the menu path or transaction code.

Universal Worklist - SAP NetWeaver Portal

2.   Click the **Employee Self-Service** tab   Employee Self-Service   .

> The Change function is also used to submit a Travel Request for approval when imaging of documents is complete. You will receive an email that imaging for the specific trip number has been completed (the email will contain copies of imaged documents). When imaging is completed, follow the BPP for changing a Travel Request and select the **Save and Send for Approval** button - this will start the workflow process for approval by your supervisor.

> When changing a Travel Request, you will see the details of the Travel Request and you can process any changes the same way as you process a new request. Refer to the BPP titled **Create Travel Request** for information about this process.

My Overview - SAP NetWeaver Portal

3.   Click the **My Travel and Expenses** tab   My Travel and Expenses   .

PageBuilder

4.   Click the **My Trips and Expenses** label   My Trips and Expenses   .

Traveler Work Center

5.   Click the **All My Travel Requests** tab to view your Travel Requests.

6.   Select the **Travel Request** you want to change by clicking the **Gray Box** next to the correct row. For this example, select **Trip Number 199**.

7.   Click the **Change** button   Change   to change the Travel Request.

Travel Request

8.   You will see the details of the Travel Request and you can process any changes the same way as you process a new Request. Refer to the BPP titled **Create Travel Request** for this process. For this example, click the **Cancel** button to return to the main screen without saving any changes.

> If you change a Travel Request currently in the approval process, it will terminate the approval process.

A change constitutes - Clicking on the Save **Draft** button on any screen, or the **Save** or Save **and Submit** button on the final screen.

Use the **Cancel** button to return to the main screen without saving the changes in which case current workflows will not be affected.

Result

You have successfully changed a Travel Request.